



Duty Statement

Classification: **Attorney**

Position Number: **275-110-5778-030**

HCM#: **1130**

JC #: **257554**

Branch/Section: **Legal Office/ Litigation/Hearings Unit**

Location: **Sacramento, CA**

Effective Date: **June 8, 2021**

Working Title: **Attorney**

Collective Bargaining Identifier (CBID): **R02**

Supervision Exercised: ☐ **Yes** ☒ **No**

The Legal Office represents CalPERS in litigation and provides formal and informal legal advice regarding all legal issues at CalPERS, including the areas of benefit and membership entitlement, Board elections, health care, fiduciary matters, ethics, contracts, public records, labor and employment, open meetings and investment related matters.

Under the general supervision of the Assistant Chief Counsel, the Attorney performs professional legal work within the Legal Office. The Attorney assigned to the position identified above performs the following duties and responsibilities:

Essential Functions

- 40% Initiates and represents CalPERS in administrative and court proceedings. Prepares cases by identifying and interviewing witnesses; securing and evaluating evidence; preparing arguments; law and motion, mediation, organizing case presentations and conducting trials. Makes strategic decisions and substantive recommendations to program team members. Appears on behalf of CalPERS at administrative hearings and in court, and before other administrative bodies. Timely prepares agenda items for the administrative cases being heard by the Board of Administration (Board). Argues CalPERS' recommendations on administrative cases when heard on the record by the Board during Full Board Hearings.
- 40% Keeps clients informed of the status of all cases and confers with and advises clients on substantive matters. Keeps the Assistant Chief Counsel, Deputy General Counsel and General Counsel informed on the status of all significant cases. Works collaboratively with support team members to ensure administrative cases are timely set for hearing, and documents, correspondence and briefs are prepared and served timely. Reviews and prepares responses to discovery requests, subpoenas, information requests and Public Record Act requests.
- 10% Uses law library, internal legal opinions, precedential decisions and other materials to research and prepare cases and represent CalPERS in litigation matters.
- 5% Prioritizes and schedules work so that work flows smoothly through the Legal Office and assignments are filed with the courts and completed in a timely manner. Participates in client meetings, team meetings, All Team Meetings and other duties as requested.

Marginal Functions

- 5% Attends continuing education/training classes as needed and keeps up with developments in all legal issues affecting the services provided to CalPERS.

Knowledge, Skills, and Abilities

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; appellate briefing; rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; meet all court and Legal Office deadlines in a timely manner; negotiate effectively and conduct litigation; work cooperatively with a variety of individuals and organizations; maintain the confidence and respect of others; and work effectively under pressure.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in: Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name: _____

Employee Signature: _____

Date: _____

I certify that the above accurately represents the duties of the position.

Supervisor Signature: _____

Date: _____